

STATE ASSESSORS BOARD
COURSE CREDIT PROCESSING CHANGES
ANNOUNCEMENT

The State Assessors Board has established course requirements for level 3 and level 4 certification. To request level 3 or level 4 course credit for a college course, an assessing officer must submit a completed [Form 4651, State Assessors Board Educational Credit Request](#) along with a course description for each course and a college transcript to the State Assessors Board. To request level 3 or level 4 credit for tested assessing courses or appraisal courses which do not have an examination administered by the State Assessors Board (e.g., International Association of Assessing Officers courses, Appraisal Institute courses, etc.), an assessing officer must submit proof of successful completion of the course in question to the State Assessors Board. Generally, there is no need to request credit for successful completion of a course which has an examination administered by the State Assessors Board (e.g., a home study course or a tested Michigan Assessors Association course). Credit for successful completion of a course which has a test administered by the State Assessors Board is automatically granted. There has been no change regarding the matters discussed above.

In the interest of efficiency and in the interest of providing improved service to assessing officers, however, changes have been made with regard to the processing of level 3 and level 4 course credit requests. In the past, after requests for level 3 or level 4 course credit were reviewed and credit was granted where warranted, a letter was sent to the level 3 or level 4 candidate informing the candidate of the credit that had been granted and which course requirements remained to be met. If the granted credit resulted in the completion of all level 3 or level 4 course requirements, the letter informed the candidate of the remaining requirements to achieve level 3 or level 4 certification. This notification process has changed. No letters will be sent to inform level 3 or level 4 candidates of course credit that has been granted.

A link titled “[Level 3 and Level 4 Course Completion Status](#)” has been added to the State Assessors Board Web page. The link will be updated regularly and an assessing officer can use this link to check his or her progress toward fulfilling level 3 and level 4 course requirements. This is similar to the posting of assessing officers’ renewal credit status which has occurred in recent years, except that the posting for course credits will use assessor certification numbers instead of assessor names. Additional links are available on the State Assessors Board Web page that provide information regarding the final requirements for level 3 certification (“[Final Level 3 Certification Requirements](#)”) and for level 4 certification (“[Requirements for Level 4 Assessor Certification](#)”). These links provide the certification requirements which follow completion of all level 3 and level 4 course requirements.

The processing changes described in this announcement are expected to result in a more efficient use of existing resources and improved service to assessing officers. Assessing officers will be able to check which course requirements have and have not been met at any time. Course credit requests will also be processed more quickly than was previously possible. Questions or comments regarding this new course credit processing procedure may be directed to the State Assessors Board staff at 517-373-8320 or by email at State-Assessors-Board@Michigan.gov.